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Ottawa Downtown



Welcome to a Refreshing Approach to Events

Whether you're organizing a business meeting or planning a special occasion for friends and family, no hotel makes it easier or more convenient to get things done on your terms than the Courtyard by Marriott. With flexible meeting spaces, fresh and innovative catering, and state-of-the-art audio-visual services, you can count on having all of the choices and options to make the most of your event. You can also count on our dedicated staff of hospitality professionals to take care of the details from start to finish.

We have enclosed sample menus, pricing and space plans to help you get started. If you are looking for something special, please do not hesitate to ask. Our team will do everything to help you design an event that exceeds your attendees' expectations.

Looking forward to serving you soon,

The Courtyard Events Team

Ottawa Downtown





package

The Frugal | \$65 per person
This package includes food & beverage,
meeting room rental and all taxes & gratuities.

Morning Break
Coffee, Tea & Juices
Assorted Muffins

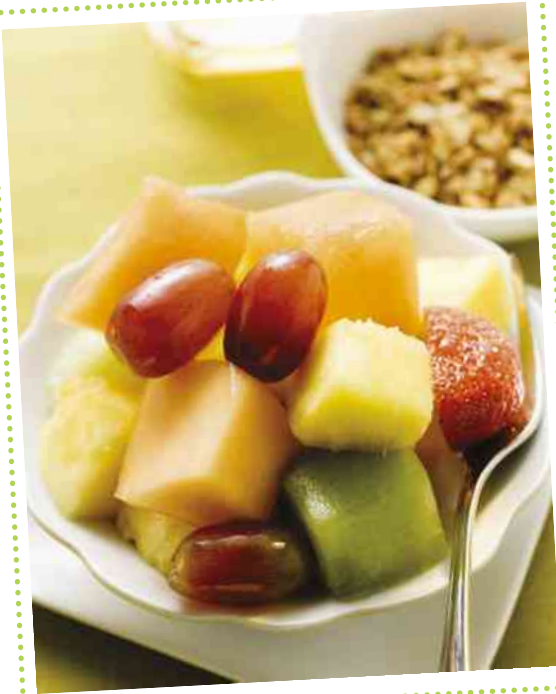
Lunch
Make your own sandwich
Garden Salad
Soup of the Day
Coffee, Tea & Soft Drinks

Afternoon Break
Coffee, Tea & Soft Drinks
Fresh Baked Cookies



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package

The Classic | \$79 per person
This package includes food & beverage,
meeting room rental and all taxes & gratuities.

Quick Start Breakfast
Tropicana Juices
Whole Fruit
Assorted Muffins & Croissants
Coffee & Tea

Time-Out Break
Assorted Muffins
Whole Fruit
Tropicana Juices
Coffee & Tea

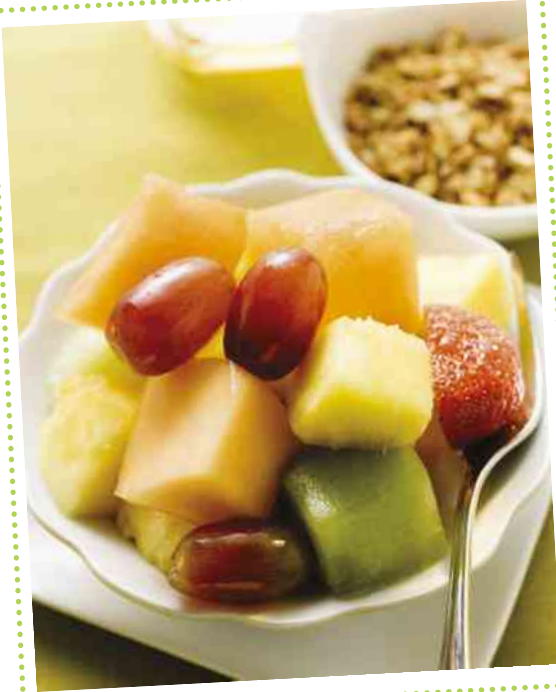
Your Choice of Hot Lunch Buffet
Under the Tuscan Sun
All American
Courtyard Classic

Time-Out Break
Fresh Baked Cookies
Whole Fruit
Soft Drinks
Coffee & Tea



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package

The Executive | \$90 per person
 This package includes food & beverage,
 meeting room rental and all taxes & gratuities.
 Minimum number of attendees may apply.

Full Start Breakfast
 Scrambled Eggs, Breakfast potatoes,
 Bacon, Sausage or Ham
 Hot Oatmeal or Cold Cereals,
 Fruit Yogurts, Assorted Muffins
 White, Whole & Artisan Breads for Toast
 Whole Fruit Basket
 Coffee, Tea & Tropicana Juices

Time Out Break
 Coffee, Tea & Tropicana Juices
 Assorted Muffins

Lunch Buffet
 Soup of the Day, Assorted Salads,
 Choice of Chicken Supreme with Tarragon &
 Mushroom Sauce, Maple-glazed Atlantic
 Salmon or Pork Loin with Pineapple & Raisin
 Sauce
 Steamed Vegetables & Basmati Rice
 Fruit Salad & Strawberry Cheesecake

La Pause
 Cheese Platter with Baguette
 Crudités with Dip, Olives & Pickles
 Hummus with Flatbread Crackers
 Coffee, Tea, Soft Drinks & Perrier



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considerations

FOOD AND BEVERAGE

All food and beverage for events held within the hotel will be supplied exclusively by the Courtyard by Marriott Ottawa Downtown.

All prices are quoted in Canadian dollars, and are subject to change without notice in order to meet increased market costs. However, the hotel will honor all confirmed prices on function contracts signed and returned by the client.

Taxes and service charges: all prices are exclusive of applicable taxes and service charges, and the following charges will be added to the bill:

Food & Beverage prices: 15% service, 13% HST

Function room rental: 13% HST

DEPOSIT AND PAYMENT

A \$500 deposit is required at the time of booking in order to confirm social events for less than 100 people. For booking of 100 people or more, a deposit of \$1,000 is required at the signature of the contract. This deposit is non-refundable. 100% of the estimated amount is due 3 days prior to the event and is payable by cash, certified cheque or credit card.

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